

D-5100  
ENV-1.10

## MEMORANDUM

To: Regional Director, PN, MP, LC, UC, GP  
Attention: PN-6500 (McClendon), MP-152 (Michny),  
LC-2000 (Miller), LC-2500 (Liebhauser), UC-720 (Karas),  
GP-2100 (Lechefsky)  
Director, Technical Service Center, D-8000

From: Darrell L. Cauley  
Manager, Environmental and Planning Coordination Office

Subject: Transmittal of Updated Environmental Guidance

This memorandum transmits updated guidance from Interior on the use of state clearinghouses; and guidance to remind agencies about soliciting the participation of state, tribal and local governments as 'cooperating agencies' in implementing the Environmental Impact Statement process under the National Environmental Policy Act. Finally, it transmits new guidance on the use of electronic means when distributing environmental documents.

### **State Clearinghouses/Alternative Offices**

As part of a diligent public involvement strategy, state/area wide clearinghouses and tribes may be notified of the availability of an environmental document (CEQ Regulations on NEPA, Section 1506.6). Interior has replaced ESM 94-4 with *ESM 00-3, State and Local Agency Review of Environmental Statements* (same title, attached). Interior encourages agencies to periodically validate addresses of clearinghouses. Since California, Nevada, Texas and Utah are the only western states that utilize official clearinghouses, we created a list of *State Clearinghouses/Alternate Offices in the 17 Western States*. It has been updated to include electronic addresses. It also includes references on how to find Local Governments and Federally Recognized Native American Tribes. It is attached to give your staff another tool when initiating contact or when developing distribution lists.

### **Increasing Participation**

*ESM 99-2 Designation of Non-Federal Agencies to be Cooperating Agencies in Implementing the Procedural Requirements of the National Environmental Policy Act* (attached) transmits a memo from Council on Environmental Quality (CEQ) asking agencies to "more actively solicit the participation of state, tribal and local governments as 'cooperating agencies' in implementing the Environmental Impact

Statement process under the National Environmental Policy Act.”<sup>1</sup> However, Interior emphasizes that “. . . cooperating agency status neither enlarges or diminishes the decision making authority of either federal or non-federal entities” and states that “non-Federal agencies often believe that having cooperating agency status will give them a privileged position in the development and processing of an environmental compliance document.” We are directed to carefully educate non-Federal agencies in the special meaning of cooperating agency as described in the CEQ Regulations on NEPA, 40 CFR Sections 1501.6 and 1508.5.

### **Use of Electronic Distribution**

Also attached is *ESM 00-4, Publication and Distribution of Department of the Interior National Environmental Policy Act (NEPA) Compliance Documents via Electronic Methods*, which guides the use of electronic means when distributing NEPA documents. Along with the benefits of electronic distribution, in ESM 00-4 Interior asks agencies to consider that:

- “. . . because not all potentially-interested agencies, organizations, and individuals have such capability, publication in electronic format is a supplement to--not a replacement for--publication and distribution of paper copies.”  
(See ESM 00-4, Section I.B.2.)
- “Paper copies must always be available for and distributed to those requesting them to permit their review within established time frames.” (See ESM 00-4, Section I.C.)
- “Distribution to Federal and State agencies with jurisdiction by law or special expertise, and Indian Tribes, shall also be in paper format, unless a bureau has received a written request from that agency or Tribe for the document in electronic format or a mixture of paper and electronic formats.” (See ESM00-4, Section IV.D.)

### **Requests for Orders of Interior’s Environmental Memoranda Series:**

Many Reclamation staff already have copies of Interior’s Environmental Memoranda Series (Series). It is a valuable reference which supplements the Departmental Manual and is available from the Office of Policy. If you are interested in receiving a copy of the Series, please forward an E-mail message or contact Theresa Taylor at 303/445-2806 to request one by February 28, 2000.

### **Attachments (4)**

1. ESM 99-2, Designation of Non-Federal Agencies to be Cooperating Agencies in Implementing the Procedural Requirements of the National Environmental Policy Act.
2. ESM 00-3, State and Local Agency Review of Environmental Statements.
3. ESM 00-4, Publication and Distribution of Department of the Interior National Environmental

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<sup>1</sup> Memorandum from Council on Environmental Quality, July 28, 1999

4. Policy Act (NEPA) Compliance Documents via Electronic Methods.  
Alternative Offices or State Clearinghouses for the Distribution of Environmental Documents in the 17 Western States (updated:)

cc: Mr. Rick Breitenbach, CALFED Bay Delta Program 1416 9<sup>th</sup> Street, Room 1155  
Sacramento, CA 95814

Regional Director, Boise ID, Attention: PN-1000, PN-1010, PN-1060 (Dooley),  
PN-1070 (McKown), PN-1080 (Ludwig), PN-1200, PN-3000, PN-3903 (Reavis), PN-6300,  
PN-6510 (Christensen), PN-6519 (Sept), PN-6304 (Tiedeman), PN-6540 (Prange), PN-7100  
Regional Director, Sacramento CA, Attention: MP-100, MP-110 (Arroyave), MP-120 (Ramos),  
MP-140, MP-150 (Allen, Solomon), MP-152 (Eckart, Kleinsmith, Scullin),  
MP-400 (Davis, Perniciaro), MP-700 (Hoffman)  
Regional Director, Boulder City NV, Attention: LC-1000, LC-1140, LC-1400 (Rodriquez),  
LC-2010 (Shrader), LC-2506 (Green), LC-2508 (Hedges), LC-2300 (Burke), LC-2700 (Mills)  
Regional Director, Salt Lake City UT, Attention: UC-100, UC-140, UC-143 (Kelleher),  
UC-200 (Xia), UC-406 (Rupp), UC-410 (Lasson), UC-606 (Blair), UC-722 (Blakney),  
UC-723 (Crist), UC-726 (Morton), UC-727 (Barnett), UC-729 (Scoville)  
Regional Director, Billings MT, Attention: GP-1000, GP-1130 (Eggers),  
GP-2100 (Heidt, Lechefsky, Boehmke, Davis,), GP-2500 (Gjerde, Peterson),  
GP-3100 (Andersen), PL-100 (Brown, Holt)  
Area Manager, Portland OR, Attention: LCA-1000  
Area Manager, Yakima, WA, Attention: UCA-1000, UCA-1214 (McKinley),  
UCA-1600 (Kaumheimer)  
Area Manager, Boise, ID, Attention: SRA-1000, SRA- 6320 (Hickey)  
Area Manager, Shasta Lake CA, Attention: NC-100, NC-300 (Smith), NC-340 (Holt)  
Area Manager, Temecula CA, Attention: SCAO-1000  
Area Manager, Boulder City NV, Attention: BCOO-1000, BCOO-4230 (Jones)  
Area Manager, Yuma AZ, Attention: YAO-1000, YAO-2230 (Walker)  
Area Manager, Klamath Falls, OR, Attention: KO-100, KO-150 (Fritz)  
Area Manager, Folsom CA, Attention: CC-100, CC-400 (Hall), CC-418 (Schroeder)  
Area Manager, Fresno CA, Attention: SCC-100, SCC-105 (Delamore), SCC-420 (Faubion)  
Area Manager, Carson City NV, Attention: LO-100, LO-900 (Boughton)  
Area Manager, Sacramento CA, Attention: CVO-100, CVO-400 (Renning),  
PXAO-6000 (Magnussen)  
Area Manager, Phoenix AZ, Attention: PxAO-1000, PxAO-1500 (Ellis, Eto)  
Native American Affairs Office, Phoenix AZ, Attention: NAA0-1100 (Saint)  
Area Manager, Salt Lake City UT, Attention: UC-600 (Allen)  
Area Manager, Albuquerque, NM, Attention: ALB-100, ALB-150 (Rucker), ALB-152 (Wilber),  
ALB-153 (Robertson), ALB-154 (Coykendall), ALB-156 (McDermeit), ALB-158 (Larralde),  
ALB-709 (Gorbach),  
Construction Manager, Farmington NM, Attention: FCO-100  
Area Manager, Loveland, CO, Attention: EC-100, EC-1350 (Tully)  
Area Manager, Grand Junction CO, Attention: WCN-CDeAngelis, WCN-SMcCall  
Project Manager, Durango CO, Attention: WCS-PSchumacher, WCS-KBeck, WCS-CSeale  
Area Manager, Provo UT, Attention: PRO-100, PRO-751(Schwartz)  
Area Manager, Grand Island NE, Attention: NK-100 (Ore, Manring)

Area Manager, Mills, WY, Attention: WY-100, WY-4005  
Area Manager, Austin, TX, Attention: TX-Walkoviak, TX-Irlbeck  
Area Manager, Billings, MT, Attention: MT-100, MT-220 (Blaskovich)  
Area Manager, Bismarck, ND, Attention: DK-100, DK-700 (Parr)  
(w/att to each)

Director, Office of Policy, Attention: W-5005 (Dybala, Troast), D-5000, D-5100, D-5200,  
D-5300, D-5400, D-5500, D-5600  
Director, Operations, Attention: W-6000 (Todd), W-6100 (Marks), W-6331, W-6332, W-6333,  
W-6334, W-6335, W-6336, D-6000 (Garner), D-6100 (Ewing, Peterson), D-6200 (Harb)  
Director, Technical Services Center, Attention: D-8200 (Lease, Waldman),  
D-8210 (Armbruster), D-8250 (Carriero, Gillespie), D-8500, D-8580 (Quinn, R.Black, S.Black)  
(w/att to each)

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